

MANAGEMENT STAFF SURVEY REPORT
of

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INSPECTION AND SECURITY STAFF

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1. At the request of the Chief, Inspection and Security Staff, this study of the organization, functions, methods and workload of the [REDACTED] was made to determine the number of persons required to adequately perform the functions of the Section.

2. The attached Tab "A" indicates the recommended functional division of major work activities for the Section. Tab "A" was prepared as a result of discussions with members of I&SS and is believed to be a proper division of work activities which will permit a serial flow of work versus the present method of one person performing many work units pertaining to a case. The serial flow of work will facilitate the progression of persons from lower to higher levels of responsibilities and should cause production to be increased through these increased incentives and through specialization of workers.

3. Figures showing past workload and estimates of future workload are shown in Tab "B". The estimate of future workload was determined by the Inspection and Security Staff. Based on the estimates of future workload Tab "C" was prepared, indicating the number of persons required to perform searching, typing and filing duties. An analysis of duties and workload of the control clerks (Tab "D") indicates that two persons are required to perform the control functions.

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4. In Tab "D" which shows the number of positions this Staff feels are required to accomplish the [REDACTED] Mission, positions of two persons now charged against the Reference Section are purposely omitted from the proposed T/O. The two persons involved are doing case analysis work for and are under the direct supervision of the Chief, Personnel Security Branch. It is felt that these individuals and the T/O slots occupied by such persons should be transferred to the immediate Office of the Chief, Personnel Security Branch.

5. It will be noted if a comparison of Tab "C" is made with the proposed T/O that one additional searcher more than Tab "C" provides is added to the proposed T/O. This position is added for:

a. Performing duties that are irregular and not subject to work measurement as shown in Tab "C".

b. Allowance of sufficient personnel to handle "specials" and unusual peak loads.

c. The purpose of eliminating excessive overtime work for personnel in the Section and to permit them to take a reasonable amount of leave which to this time they have not been able to do.

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a. There used to be only a four-way check on personnel which has recently been expanded to a six to ten way check. This factor has increased the workload of the [REDACTED]

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b. The present back-log of filing new material is serious from the standpoint of possibly clearing a person for duty who is a bad security risk. This possibility would be greatly reduced if filing of new material was up to date.

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c. Overtime worked by the [REDACTED] has been excessive causing bad morale, ill health and low production. See Tab "E".

7. Due to the small amount of time that could be allocated to a survey of the Reference Section at this time and because of the urgency of the situation a complete detailed study was not made which would have included consideration of the use of punch card machines, Thermofax Machines, filing techniques, accounting processes, etc. A more complete survey will be conducted at a later date.

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8. In view of the above it is recommended that the proposed T/O as shown in Tab "D" and the transfer of two positions from the present [REDACTED] T/O to the Office of the Chief, Personnel Security Branch, be approved.

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